



INDIANA STATE
FAIRGROUNDS
& EVENT CENTER

Job Posting

Title: Graphic Designer

*For more information on this full-time benefited position, please contact Human Resources at (317) 927-7508 or email employment@indianastatefair.com. To apply for this position, please visit <http://www.indianastatefair.com/employment> and send the posted application and your resume to the email address above. The annual salary for this position is in the range of \$42,000. Thank you for your interest.

Position Summary

The purpose of this position is to concept, design and produce creative materials for the Indiana State Fair Commission for all branding and marketing needs. The position is responsible for monitoring print collateral inventory, implementing graphic and brand standards and overseeing production of communications and marketing materials. This position works closely with the annual Indiana State Fair advertising campaign, sales and sponsorship proposals, branded efforts and the operations of the Sign Shop.

Essential Functions and Responsibilities

1. Develop creative materials, including collateral, advertisements, video and signage, for the Commission from concept through production; prepare presentations regarding Fair and non-Fair programming for Commission departments. Some projects will include working with an outside creative agency.
2. Design graphics for digital marketing tools, including website and social media.
3. Schedule and complete graphic design orders for Commission departments and outside clients, producing production-ready files for projects printed in-house or offsite.
4. Oversee outside printing for the Commission including managing contracts, soliciting bids, editing and order fulfillment.
5. Oversee the finishing work on printing projects such as folding, cutting, stapling and binding.
6. Maintain graphics library and archive all layouts in organized electronic files.
7. Oversee office equipment maintenance and supplies for the Marketing Department such as copiers, printers, binder, cutter and Macintosh graphic design computers.

Skill Requirements

1. **Strong planning skills:** Able to manage multiple projects simultaneously; determine project urgency in a meaningful and practical way; use goals to guide actions; organize and schedule people and tasks.
2. **Quality production:** Able to maintain high standards despite pressing deadlines; do work right the first time while reinforcing excellence as a fundamental priority.
3. **Strong independent thinker and team player:** Able to offer original thoughts and viewpoints; able to share credit and pass it on to coworkers; work closely with other departments; support group decisions; promote a positive work environment.

4. **Continuous Learning:** Able to stay informed of current industry or professional trends; learns and applies new concepts and demonstrates career self-reliance; identifies own self-development goals.
5. **Energy Level:** Responds well to demands on time and generally works at a brisk pace. Self-starter, multi-tasker and self-motivated. Good time utilization and a capacity for a fast-paced environment.
6. **Prioritizing:** Able to use sound judgment in evaluating the relative urgency of various issues; appropriately classifies in terms of time sensitivity, impact, complexity, importance, etc.

Educational/Experience Requirements

- Bachelor's degree in visual communications, graphic design, new media, or a related field is required.
- At least three years of experience designing for both the web and print is required.
- Experience in office management, planning, scheduling and prioritizing preferred.

Job Complexity

Work requires substantial judgment and analytic ability requiring somewhat complex calculations, organizing information for reports and solving minor problems.

Supervisory Responsibilities

This position manages one summer internship role.

Supervision Received

Receives close supervision; actions are clearly specified and directed by supervisor or by procedures. Associate Director of Marketing assigns and reviews work.

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